

**Town of Charlton  
Saratoga County  
Town Board Meeting**

**March 8, 2021**

The Regular Meeting of the Town Board of the Town of Charlton, Saratoga County, New York was held on Zoom and called to order by Supervisor Grasso at 7:30 p.m.

Roll Call: Councilman Glavin, Councilman Ranaletto, Councilman Robbins, Councilwoman Smith, Supervisor Grasso.

Also in attendance: Town Clerk Brenda Mills, Attorney Craig.

Supervisor Grasso welcomed everyone to the meeting, and extended a welcome to the new Town Board member, Jenna Smith.

Supervisor Grasso noted that spring is right around the corner, and thanked the landowners in Charlton that allowed the Charlton Snowmobile Club to use their property as part of the trail this winter. He noted that the Town Hall parking lot was used by many snowmobilers this winter.

The Supervisor asked the Town Board to think about whether zoom is still the best way to meet for the Town Board meetings. He personally feels that because of COVID, we should probably have the next few meetings by zoom.

**APPROVAL OF MINUTES**

**RESOLUTION #77**

**Approval of Minutes**

Motion by Councilman Robbins

Seconded by Councilwoman Smith

BE IT RESOLVED that the Town Board has approved the minutes of the Town Board Meeting on February 22, 2021.

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith, Supervisor Grasso: Aye. **CARRIED**

**PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS**

No one chose to speak.

**SUPERVISORS REPORT**

Supervisor Grasso said that February was a very busy month which included numerous meetings. Some of the County meetings he attended included: Economic Development Committee, Government Review and Efficiency, Health and Human Services, Soil and Water Conservation, Technology and Resiliency Committee meeting, and the Board of Supervisors monthly meeting. The Town meetings that he attended included: Contractor meeting at the water district pump house, Water Commissioners meeting, meeting with NYMIR insurance, Technology Committee Meeting, and the 2 regular monthly Board meetings.

The Board did not receive the financial reports for the month of February yet as the Account Clerk is still working to close out the month. Supervisor Grasso said that the new Account Clerk's name is Tammy Pudney

and she seems to be settling in well with her bookkeeping duties. She has been working with the NYS Comptroller's Office as they are conducting an audit of the Town financial records.

The Supervisor said that he would like to set up a zoom meeting with the Town Board and the County Treasurer to discuss the Sales Tax formula and distribution so that all the Town Board members will have a good understanding of that, and factor it into the budgeting process.

The Town employees are required to complete Workplace Violence training each year. Our insurance company has notified us of an upcoming webinar that is available for employees to watch on March 15<sup>th</sup>.

Supervisor Grasso said that he would like the Board to consider adding Mike Yudin to the Technology Committee. He asked the Town Attorney to draft a resolution for the next meeting.

## **ANNOUNCEMENTS**

The Town Court has resumed in-person sessions as of March 4<sup>th</sup>.

The County sent information regarding the COVID vaccine availability, which that Town has put on the website and sent an email blast. Residents should contact the County if they have questions.

## **COMMUNICATIONS**

The Town has been awarded \$7,100 for broadband initiatives. Supervisor Grasso asked Councilman Glavin to look into how this money should be used.

The County has another trail grant program available for a matched amount up to \$10,000.00. The Town's match can be done in dollars or in-kind services. Supervisor Grasso asked Councilman Robbins to take the lead on this.

Saratoga County reports 12,274 cases of COVID countywide, there are currently 240 active cases, the positivity rate is 2.3%, of the 230,000 residents in the County, over 53,000 have received at least the first dose and 27,000 have completed the series.

The January Mortgage tax receipt was \$19,540.00 which is above the amount anticipated in the budget.

We received word from Senator Tonko's office of the potential distribution that the Town may receive from American Rescue Plan. Senator Tonko is projecting the amount to be about \$458,298.00. The Town would use the money to buffer our accounts and offset the decreased sales tax revenue due to the pandemic. This amount is lower than the original projection of \$772,000.00.

## **DEPARTMENT, COMMITTEE & COUNCILMAN REPORTS**

The Town Clerk's office took in \$572.75 for the month of February. \$493.13 was paid to the Supervisor's office as revenue, and \$79.62 was paid to other Governmental agencies.

The Town Clerk made the following note: Abstract #104 from February 22, 2021 consisted of voucher numbers 105-132 in the amount of \$27095.82. The Board approved the William J. Keller invoice to be paid in the amount of \$260.604.70, however it as not added to Abstract #104, but was paid in Abstract #2 as voucher number 1.

The Town Board has received that Town Historian's annual report:

## **TOWN OF CHARLTON HISTORIAN (SARATOGA COUNTY)**

## MARY LIVINGSTON 2020 ANNUAL REPORT

The covid-19 virus has slowed down or stopped some of the activities that we normally do.

One of the programs that the Charlton Historians office has done for many years is to replace the American flags on Veterans graves in the Town of Charlton. We normally do this with a team of Burnt Hills – Ballston Lake Middle School students. Because of the virus, we could not get together with the students, so I did the flag replacements with my trusty assistant of 56 years (my wife), it was a cold and windy day, but we made it. Our last cemetery to replace the flags in was the Sweetman Cemetery, my wife was all excited that she had found her grand-father's grave and put a flag by it. I tried to explain that the flags were just for Veterans, reasoning did not work. When I got home I looked up her grand-father and he was a veteran.

I've had several requests from people doing genealogical research on their family. When I do the research I add the newly found information to the data base of Charlton Residents (past and current) and people related to Charlton that I have been working on for years. Occasionally I need to look up deed information from the Saratoga County Clerk's web site, our County Historian Lauren Roberts has been a great help getting me onto the web site and understanding the deed language.

I spend a lot of time doing research based on obituaries of Charlton residents and filing the obituaries along with a genealogy chart. I currently have close to 25,000 names and information about Charlton residents and relatives.

In August 2020, I worked with Zack Scribner on his Boy Scout community service project from Troop 65, to do a major clean up of the Isaac Smith Cemetery on Division St. in Charlton. This cemetery has been neglected for over 40 years. A large tree had fallen across the middle of the cemetery and knocked down several head stones. Zack, his father Bill and I removed the downed tree and removed 40 years of leaves and moss from the cemetery. During the cleanup we found 4 head stones that were completely buried. There are 60 adults and 7 children buried in the Isaac Smith Cemetery. Of the 60 adults, 7 are veterans, 3 from the Revolutionary War, 3 from the War of 1812 and 1 from the Civil War. We still need to do a complete restoration project on this cemetery to upright and repair head stones and repair the rock wall around the cemetery when a Boy Scout, Eagle Scout project comes out way.

I worked with the Ticonderoga Historical Society on their plans for three Women's Suffrage reenactment tours. I arranged for 4 to 5 Model A Fords to drive the ladies on the reenactment tours on three consecutive weekends in August. The Women's Suffrage reenactment tours were canceled because of the covid-19 virus. The friendships that I had made with the Ticonderoga Historical Society members turn out to be personally beneficial to me. My oldest granddaughter accepted a teaching position at the Putman Central School without the thought of where she was going to live during the school year. The Putman Central School is close to Ticonderoga. I ask my friend at the Ticonderoga Historical Society if she knew of any apartments to rent, and it happened that the president of the Ticonderoga Historical Society had an apartment and has rented it to Kristy.

I have been working with the Charlton Historical Society to write a book about Charlton. Most of the basic research has been done; I was selected to write the draft of the book. The book will be a chronological story from the humble beginning to the current day Charlton. The writing is taking a lot longer than expected. There are usually holes in the research notes which take additional research. This project is going much slower than I had hoped.

*Mary Livingston*

Town Historian, Charlton NY

Highway – Superintendent Marshall Heritage gave the following report:

1. Plowing snow and sand/salting roads
2. Moving snow banks at the hall and intersections
3. Clearing around fire hydrants
4. Mixing of salt sand
5. Clearing catch basin and grates
6. Plowing back snow drifts
7. Replaced truck 16 sander chain
8. Safety meetings
9. Filling pot holes
10. Three trucks inspected
11. Bucket truck lift got inspected
12. Dig safe locations were two
13. Cleaning of trucks
14. Installed a flatbed on truck 1 from truck 26

Councilman Robbins noted that the Highway Department had ordered a 10 wheeler truck for delivery at the end of this year with a price of \$240,000. The Highway Superintendent sent some of the Highway crew to the company to see if there were options on the truck that they did not need, and they were able to get the price down to \$229,000.00. The Councilman commended the Highway Superintendent and crew.

Infrastructure: Councilman Glavin gave the following information:

- 1) Water - The Water Commissioners meeting minutes have been posted on the website. As far as the lead level exceedance issue, they have obtained an additional 10 homes for increased lead/copper water testing. They are waiting for hear back from 3 homes in the critical age of homes slot, and hope to have a total of 25 homes. There are 4 key action items to take place: 1) submit a revised sampling plan to NYSDOH. 2) Sampling for corrosion parameters which has to be done between January and June. 3) Get the NYSDOH sampling plan approval. 4) Do round 2 of lead/copper sampling late September/October. The Councilman said that he personally sent for a free water sampling test kit, sent the sample to the University at Buffalo and got the results back in about 3 weeks. He recommended any residents take advantage of the free kit that want to have their water tested. Information on obtaining the kits was included in letter that was sent to water district residents in January.
- 2) Broadband for unsupported areas of Charlton – Councilman Glavin and Supervisor Grasso met with Kevin Egan of Charter Communications/Spectrum last week to discuss an future plans for expansion. Mr. Egan had updated maps for the Town to look at, but copies were not made available. The maps showed that 12-15 homes on the western end of Charlton Road had been updated. Potential other areas were identified. The Town would like to hold a public meeting with Mr. Egan and have him take questions from residents. Supervisor Grasso said that if there are residents struggling to get to cable service, to please let the Town Board know so that they can advocate for the residents.
- 3) Technology Committee – Chris Tasse said that they are working on finalizing the server upgrade and pc replacement. He has contacted Full Scope IT for a quote. They have not given a complete quote but have mentioned that because they are not familiar with our systems and programs they anticipate the labor costs to be quite a bit higher than the Enable quote. Mr. Tasse is recommending that the Town move ahead with the server/pc upgrade project with Enable. The Committee is also addressing the email issues as Town Hall and feels that Office365 will be the best solution but they have reached out to Atypica, our current email service to see if they have a workable solution. Mr. Tasse said that the Highway Department has a new pc, so their program issue is with the actual program, not the pc. Mr. Tasse said that the Committee would like to have Mike Yudin join the Committee. Mr. Yudin is the Assistant Director of IT for the NYS Department of Education and has extensive IT knowledge.

Party in the Park – Councilman Robbins said that in light of the pandemic, they felt it was best to postpone the event in June. He said there is talk of a possible Fall Celebration or Fall Festival. The Founders Day 5k race has been rescheduled for September 25<sup>th</sup>.

Memorial Day Service – Councilman Robbins said that there has not been a decision made yet to cancel the event. They are hopeful to still have the service because it is outdoors and there is room enough for spacing people 6 feet apart.

Dog Control – In February there were 7 calls received, 9 expired licenses were followed up on, and 1 dog bite case reported.

Constables – In February, there were 15 complaints, 8 911 calls, and 3 EMT/accidents responded to, 2,400 miles were traveled, and 38 tickets were issued (15 on Route 67). There have been break-ins in Charlton and Glenville. It appears that there is no pattern. Residents were urged to stay vigilant, keep doors locked and areas well lit.

Emergency Plan – Councilman Robbins said that the Governor's Executive order is requiring that the Town complete the Town's Emergency Plan by April 1<sup>st</sup>. He is working on the Plan and he thanked Councilwoman Smith for offering to help and review it with legal eyes.

Planning Board – Councilwoman Smith said that the Board is continuing review of the Heflin subdivision on Cook Road. She said 32 residents attended the last public hearing and the Board is thankful for the public comments. The Planning Board meets on March 15<sup>th</sup>. They are reviewing other subdivision applications as well.

Zoning – In February there were 7 certificates of constructions were issued. \$1,728.96 in fees were collected and the total permit value was \$595,000.00.

Town of Ballston Library – Rebecca Darling said that they have resumed pop-in service and are still offering curbside service.

## **MOTIONS, RESOLUTIONS, AND AUTHORIZATIONS**

### **RESOLUTION #78**

#### **A RESOLUTION FOR BUDGET ADJUSTMENT/TRANSFER OF FUNDS**

Motion by Councilman Glavin

Seconded by Councilman Robbins

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

**3/8/2021**

### **Resolution # 78**

#### **Resolution for Budget Adjustments/Transfer of Funds**

A resolution to cover the cost of additional IT expenses for server and pc upgrades at the Town Hall.

#### **For Budget Year 2021, General Fund,**

Increase expenditure account, A1680.2, Central Data Processing, by \$5,000.00

Decrease account, A7550.4, Celebrations, by \$5,000.00

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Councilwoman Smith Aye

Supervisor Grasso Aye

I certify that this is a true and exact copy of this original as passed by the Town Board of the Town of Charlton on

Dated: March 8, 2021

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Brenda Mills, Town Clerk

**RESOLUTION #79**

**A RESOLUTION APPROVING THE ANNUAL ACCOUNTING OF TOWN OFFICERS AND EMPLOYEES**

Motion by Councilman Ranaletto

Seconded by Councilman Robbins

The Supervisor thanked the Town Board members for their time and efforts to get the audits done. He also thanked the Town Department heads for doing a good job and maintaining accurate and thorough records.

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

**TOWN OF CHARLTON  
COUNTY OF SARATOGA  
STATE OF NEW YORK**

**RESOLUTION NO. 79**

**March 8, 2021**

**RESOLUTION APPROVING THE ANNUAL ACCOUNTING  
OF TOWN OFFICERS AND EMPLOYEES**

**WHEREAS**, pursuant to Section 123 of the New York State Town Law, each person who as a Town officer or employee received or disbursed any monies in the previous fiscal year, shall account to the Town Board for such monies and shall produce all supporting books, records, receipts, warrants, vouchers and cancelled checks or check images as authorized by Section 99-b of the General Municipal Law, and

**WHEREAS**, following a review by the members of the Town Board, it was determined that the information provided regarding the financial records of the Town Clerk, Town Supervisor's Office, Building and Zoning Departments, Town Court, Town Tax Collector, and Town Water Department for the Town of Charlton for the year 2020 are in proper order, and that all funds have been properly accounted for and disbursed.

**NOW BE IT RESOLVED**, that the Town Board of the Town of Charlton hereby does accept and approve the audit information for fiscal year 2020.

Moved by Councilman Ranaletto

Seconded by Councilman Robbins

Voting: Councilman Glavin	Aye
Councilman Ranaletto	Aye
Councilman Robbins	Aye
Councilwoman Smith	Aye
Supervisor Grasso	Aye

The resolution was duly adopted on March 8, 2021.

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Brenda Mills, Town Clerk

**RESOLUTION #80**

**A RESOLUTION APPROVING SERVICE CONTRACT WITH SIMMONS ELEVATOR COMPANY**

Motion by Councilman Glavin

Seconded by Councilwoman Smith

Discussion: It was confirmed that Simmons Elevator Company is a local company, located in Charlton. Supervisor Grasso said that the Town had been using Baystate Elevator Company but due to issues with service and a problem last fall, Simmons Elevator was called and was able to repair the elevator much cheaper.

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

**TOWN OF CHARLTON  
COUNTY OF SARATOGA  
STATE OF NEW YORK**

**RESOLUTION NO. 80**

**March 8, 2021**

**RESOLUTION APPROVING SERVICE CONTRACT WITH  
SIMMONS ELEVATOR COMPANY**

**WHEREAS**, the Town Board is required to maintain Town Hall and has determined it to be in the best interests of the Town to enter into a service agreement for maintenance, repair and upkeep of the elevator located in the Town Hall; and

**WHEREAS**, the Town Board has followed and adhered to its' Procurement Policy in regards to seeking qualified entities for such service; and

**WHEREAS**, the Town has received a quote and estimate from Simmons Elevator Company offering to provide the necessary basic maintenance and services for the elevator at \$140.00 per visit per elevator, plus tax; \$395.00 per elevator for annual safety testing; and with further service calls charged accordingly; a copy of which said quote is attached hereto; and

**WHEREAS**, the Town Board believes Simmons Elevator Company, to be the best choice to perform the work, at the most reasonable cost and best value and expense to the Town.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Charlton hereby authorizes the hiring of Simmons Elevator Company, of 4892 Jockey Street, Ballston Spa, New York, to provide basic maintenance, upkeep and repairs to the elevator located in the Town Hall in accordance with the attached quote; and it is further

**RESOLVED**, the Town Supervisor is authorized to enter into and sign all necessary documents and pay all amounts needed in order to effectuate same.

Moved by Councilman Glavin

Seconded by Councilwoman Smith

Voting: Councilman Glavin	Aye
Councilman Ranaletto	Aye
Councilman Robbins	Aye
Councilwoman Smith	Aye
Supervisor Grasso	Aye

The resolution was duly adopted on March 8, 2021 .

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Brenda Mills, Town Clerk

## **ABSTRACT OF CLAIMS**

### **RESOLUTION #81**

#### **Approval of Abstract of Claims**

Motion by Councilman Ranaletto

Seconded by Councilman Robbins

The Town Board members audited Abstract #105, voucher numbers 133 - 159 in the amount of \$ 21,035.82 and Abstract #2, voucher numbers 1, 105 and 1002 in the amount of \$751,917.20

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

## **ADDITIONAL SUPERVISOR COMMENTS**

Supervisor Grasso said that he would like to amend the liaison appointments in the 2021 Organizational Resolution now that there is a full Town Board. This will help spread the load and better use everyone's backgrounds and interests. He asked the Town Attorney to prepare a resolution for the next meeting with the following changes:

- 1) Councilman Robbins – add Buildings and Grounds
- 2) Councilman Ranaletto – add Town Departments and Boards
- 3) Councilman Glavin - add Technology Committee
- 4) Councilwoman Smith – add Building & Zoning, and Planning Board

## **PRIVILEGE OF THE FLOOR**

No one chose to speak.

### **RESOLUTION #82**

#### **Motion to adjourn the meeting**

Motion by Councilman Ranaletto

Seconded by Councilman Glavin

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

The meeting adjourned at 8:36 p.m.

Respectfully submitted,

Brenda Mills  
Town Clerk